

### Activity/Task Log for the Formation of a Not-for-Profit Business

1. Identify perspective Board Members and convene a working group meeting to discuss the business
2. Establish the proposed Vision, Mission and Purpose of the business
3. Convene 1 <sup>st</sup> Board Meeting to Elect Officers and ratify Vision, Mission and Purpose
4. Prepare Articles of Incorporation and By Laws, and submit to Secretary of State Link to Corp Forms: <a href="http://form.sunbiz.org/cor_form.html">http://form.sunbiz.org/cor_form.html</a>
5. Following receipt of Charter, convene 2 <sup>nd</sup> Board Meeting to Review Articles and By Laws, and to discuss the formation of committees (fundraising, marketing, other)
6. Apply to IRS for Employer Identification Number (EIN) Instructions: <a href="http://www.irs.gov/pub/irs-pdf/p1635.pdf">http://www.irs.gov/pub/irs-pdf/p1635.pdf</a> Application: <a href="https://sa.www4.irs.gov/sa_vign/newFormSS4.do">https://sa.www4.irs.gov/sa_vign/newFormSS4.do</a>
7. Request a D-U-N-S Number from Dun & Bradstreet Online Request: <a href="https://eupdate.dnb.com/requestoptions/government/ccrreg/">https://eupdate.dnb.com/requestoptions/government/ccrreg/</a>
8. Prepare Standard Form 1023 <i>Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code</i> Instructions: <a href="http://www.irs.gov/pub/irs-pdf/i1023.pdf">http://www.irs.gov/pub/irs-pdf/i1023.pdf</a> Application: <a href="http://www.irs.gov/pub/irs-pdf/f1023.pdf">http://www.irs.gov/pub/irs-pdf/f1023.pdf</a>
9. Receive IRS 501 (c )(3) Designation Letter
10. Prepare the Florida Department of Agriculture and Consumer Services <i>Solicitation of Contributions</i> Application Application: <a href="http://www.doacs.state.fl.us/onestop/forms/10100.pdf?bcsi_scan_7FC3C74FD9762EFF=0&amp;bcsi_scan_filename=10100.pdf">http://www.doacs.state.fl.us/onestop/forms/10100.pdf?bcsi_scan_7FC3C74FD9762EFF=0&amp;bcsi_scan_filename=10100.pdf</a>